

# Civil Service Commission

The San Luis Obispo County Civil Service Commission  
**Regular Session Meeting**  
**Wednesday May 23, 2012 @ 9:00 A.M.**  
1055 Monterey Street, Suite D-271, San Luis Obispo, CA



MEMBERS OF THE COMMISSION  
Jeannie Nix, President  
Jay Salter, Vice President  
William Tappan  
Robert Bergman  
Arthur Chapman

## MINUTES

Present: President Jeannie Nix, Vice President Jay Salter, Commissioner Robert Bergman, Commissioner Bill Tappan

Absent: Commissioner Art Chapman

Staff: Commission Secretary Tami Douglas-Schatz; Commission Clerk Robin Mason

Counsel: Rita Neal Commission Counsel, Steve Simas Commission Outside Counsel for hearing portion

### 1. Call to Order/ Flag Salute/ Roll Call

President Nix called the meeting to order at 9:01 A.M. and led the flag salute.

### 2. Public Comment Period

Members of the public wishing to address the Civil Service Commission on matters other than those scheduled below may do so when recognized by the President. Presentations are limited to three minutes per individual. Being none, President Nix closed the Public Comment Period.

### 3. Minutes

#### February 6, 2012 – Special

A motion was made by Commissioner Tappan and seconded by Commissioner Salter to approve the February 6, 2012 minutes as presented; the motion carried 4-0-1 (Commissioner Chapman was absent).

### 4. Reports

#### a. Commission President

President Nix: stated she had nothing to report at this time.

#### b. Commission Subcommittees

Commissioner Tappan: reported the March 28, 2012 Ad Hoc Committee Meeting was successful and issues should be resolved by the next meeting.

#### c. Commission Counsel

Rita Neal: stated she had nothing to report at this time.

#### d. Commission Secretary

Tami Douglas-Schatz: reported that the next date for the second ad hoc committee meeting was scheduled for July 19, 2012. She also provided 2 updates from the Staff Report: (1) Outside Counsel Steve Simas is working on a draft for the Commission to review.

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(2) Procedural Guideline updates to the CSC Rules document have been revised and posted on the CSC website: <http://www.slocounty.ca.gov/hr/csc.htm> (\*Attachments 1, 2, 3). Lastly, she reported that there were no pending hearings.

**5. Job Class Specifications – FYI**

**a. Planner I, II, III, Senior**

Personnel Analyst Ken Tasseff brought proposed Job Specification revision for Planner I, II, III, Senior Spec; it was approved as modified at the last CSC meeting. The updated Job Spec was provided to the Commission for informational purposes.

President Nix: Confirmed that the revised Job Spec for Planner I, II, III, Senior was approved as modified and confirmed with Commission Counsel Rita Neal that no action was necessary then opened the discussion for public comment. Being none, President Nix closed the public comment period.

**6. Closed Session (per Government Code Section 54957): Hearing and Deliberations regarding Appeal #A11-005**

President Nix called the closed session hearing to order at 9:13 a.m. after a short break. The hearing lasted all day and was continued to the next day, May 24, 2012.

**10. Adjournment**

President Nix: No direction was given, adjourned the meeting at 4:46 P.M.

*\* Note: These minutes reflect official action of the Civil Service Commission. A digital record exists and will remain as the official, complete record of all proceedings by the Civil Service Commission.*